

Part-Time Library Aide

Salary: \$8.50 - \$11.00 per hour

Hours: Mondays 2 - 6 / Thursdays 12 – 4 / Every other Friday

May vary up to 1,400 hours per year*

A **Part-Time Library Page**, upon application, should have the following training and experience:

1. Graduation from high school or equivalent
2. Previous library public service experience preferred
3. Library Technical Assistance degree or some college preferred

GENERAL STATEMENT OF DUTIES: Employees in the **Part-Time Library Aide** position serve in the Support Services Department. A Part-Time Library Aide is trained for public service at the circulation desk.

TYPICAL EXAMPLES OF WORK: A **Part-Time Library Aide** may be called upon to do any or all of the following (These examples do not include all of the tasks which the employee may be expected to perform):

- Public service at the circulation desk including checking in (discharging) and checking out (charging) items to library customers
- Collecting overdue fines
- Issuing library cards
- Using the cash register and handling credit card transactions
- Computer data entry; document production
- Filing and record keeping; maintain orderly supplies inventory
- Retrieval of library materials from overhead and floor-level shelving

QUALIFICATIONS FOR EMPLOYMENT:

- Excellent public service skills
- Excellent organization skills; filing ability
- Computer and keyboarding competency
- Excellent written and verbal communication skills
- Ability to follow written and verbal directions
- Dependability, energy, self-motivation and positive attitude
- Ability to reach, bend, stretch and stand for long periods including ability to empty outside drop box bins

APPLY: The Human Resources Department must receive a completed City of Royal Oak *employment application* **no later than: Monday, March 23, 2015 at 4:00 PM.**

Application packets are available online at www.romi.gov/jobs or in the Human Resources Office at City Hall, 211 S Williams St, Royal Oak, MI 48067.

**For a new hire, where based on the facts and circumstances at their start date, it cannot be determined that the employee is (a) reasonably expected to be employed on average at least 30 hours per week (or 130 hours per month), or (b) the employee is expected to work at least 30 hours per week (or 130 hours per month) initially, but the period of employment at more than 30 hours per week (or 130 hours per month) is reasonably expected to be limited, and the employer cannot determine that the employee will work on average at least 30 hours per week (or 130 hours per month) over the initial measurement period City of Royal Oak will use the adopted Initial Measurement Period to determine full-time status for the subsequent Stability Period. Employees in this position are not reasonably expected to work over 30 hours per week over the Initial Measurement Period.*